

Sample Planning Grant Timeline

Date	Activity	Person Responsible
7.1.17	Finalize position description for coordinator and start the search process	Associate Dean
7.15-8.15.17	Search Committee reviews applicants and conducts interviews	Associate Dean and Search Committee
8.15.17	Identify Assessment Faculty/Consultant for planning year	Associate Dean
8.15.17	Identify AmeriCorps Consultant for planning year	Associate Dean
8.15.17	Finalize position description for student assistant	Associate Dean
9.1.17	Start Date for coordinator of AmeriCorps Teacher Residency Program contingent on following all hiring policies at organization	Associate Dean
9.1.17	Execute contract for Assessment Faculty/Consultant	Associate Dean
9.1.17	Execute contract for AmeriCorps Consultant	Associate Dean
9.1.17	Hire student assistant	Associate Dean
9.1.17-8.31.18	Weekly meetings about planning and progress	Coordinator Associate Dean
9.1.17-8.31.18	Weekly meetings about projects and progress	Coordinator Student Assistant
9.1.17-8.31.18	Monthly meetings with DPI to discuss progress on the program	Coordinator Associate Dean
9.1.17-8.31.18	Monthly meetings to discuss progress on the program	AmeriCorps Consultant Coordinator Associate Dean

Sept 17	Assessment Faculty works with Student Assistant to develop the database of potential rural schools	Assessment Faculty and Student Assistant
Sept 17	Review all materials related to AmeriCorps and materials that have been developed on this project to date and develop a timeline for the grant period of additional work to be completed	Coordinator
10.1.17	Facebook Page developed, updates/information posted weekly	Coordinator and Student Assistant
10.1.17	Database development completed and beginning of inputting data	Student Assistant
10.1.17	Request member list from WiRSA and send email to set up meetings during the WiRSA	Conference Coordinator
10.1.17	Start development of the Teacher Residency Program (specifics based on research, CMU Report, best practice, DPI requirements)	Coordinator Associate Dean Faculty
10.30-10.31.17	Attend WiRSA Conference	Coordinator Associate Dean
11.1.17 - 8.31.18	Travel to (or meet virtually) and meet with potential individuals interested in the program, administrators interested in the program or hold informational meetings at CESAs around the state	Coordinator Technology Coordinator
11.1.17-8.31.18	Hold monthly informational webcasts for those interested in learning more about the program	Coordinator Technology Coordinator
2.1.18	Details of the Teacher Residency Program to be completed and ready for distribution including host site selection criteria	Coordinator
2.1.18	Begin reviewing the RFP for 2018-2019 AmeriCorps State Formula Request for Proposals (expected release of 2018-19 RFP in April but can review the 2017-2018 RFP)	Coordinator, Associate Dean, Assessment Faculty, Faculty, Student Assistant

2.1.18-6.1.18	Work with individuals who want to start the residency program in the summer of 2018 (would not be AmeriCorps members yet) to review transcripts, determine licensure deficiencies, determine content deficiencies, etc.	Coordinator
2.1.18-6.1.18	Work with districts in which there is an interested person to determine the likelihood of offering a residency placement for the 2018-19 academic year	Coordinator
4.1.18	Evaluation criteria developed for aspects of the program (i.e., Observation Forms, Evaluation Forms to be Completed by Mentor Teacher, PI34 Checklists, Competency Evaluations, etc.)	Coordinator Assessment Faculty
5.1.18	Draft of AmeriCorps State Formula Grant completed	Coordinator*, Associate Dean, Assessment Faculty, Faculty, Student Assistant
5.1.18	Execute 2018 summer contracts for those teaching in the program	Coordinator Associate Dean
Grant due date	Submit Final AmeriCorps State Formula Grant	Associate Dean
6.1.18-8.15.18	Offer the first part of the program which might be an intensive summer program to prepare members for academic year residency to begin with the start of the 2018-19 academic year	Coordinator Faculty and Staff
8.31.18	Write final report for AmeriCorps for planning grant	Coordinator Associate Dean